



Civil Rights

Your Responsibilities in the School Nutrition Programs



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education

The language in this PowerPoint addresses compliance with the U.S. Department of Agriculture (USDA) civil rights requirements and should not be modified

Civil Rights Requirements

- The U.S. Department of Agriculture (USDA) requires that all staff who work with program applicants or participants receive annual civil rights training

- Front line staff
- Supervisors
- Determining officials
- Verifying officials



Civil Rights Requirements

- Federal legislation establishes regulations and requirements for recipients of federal funds to *prohibit discrimination and ensure equal access* to all programs and activities of the recipients
- Based on these requirements the USDA prohibits discrimination in Child Nutrition Programs on the basis of race, color, national origin, age, disability and sex

Civil Rights Goals

- To *eliminate barriers* that prevent or deter people from receiving benefits of a government sponsored/funded program
- To provide *equal treatment* in the delivery of programs and services to all applicants, participants and beneficiaries of a federal program
- To ensure that all applicants and participants *understand their rights and responsibilities*
- To show *respect and dignity* to all

Requirements for Child Nutrition Programs

1. Public Notification
2. Limited English Proficiency
3. Data Collection and Reporting
4. Civil Rights Training
5. Customer Service



1– Public Notification

- Schools must notify the public of their participation in the USDA school nutrition programs
- Notification to applicants and participants must include
 - program availability
 - program rights and responsibilities
 - nondiscrimination policy
 - procedure for filing a complaint



USDA Nondiscrimination Statement

- The USDA nondiscrimination statement must be on *all informational materials*, including Web sites, used by sponsors to inform the public about the USDA school nutrition programs

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

USDA Nondiscrimination Statement

- If materials are too small to include the full statement, the material will at minimum include this statement in print no smaller than the text

This institution is an equal opportunity provider.

Methods of Public Notification

“And Justice for All” Poster

- Schools and sites must *prominently display* USDA's “And Justice for All” poster (Form AD-475C)
- Must be printed 11 x 17 inches



Methods of Public Notification

“And Justice for All” Poster



- If the *classroom* is the only location where children will receive meals, the poster must be in each classroom
- If the school or site provides meals (i.e., breakfast, snack or milk) in the classroom and *lunch or other meals in the cafeteria*, the school/site is only required to display the poster in the cafeteria

Methods of Public Notification

- Inform parents, parents of potential participants and local grassroots and minority organizations of the program and significant changes
 - Examples include newspaper, radio, internet, letters and fliers



Methods of Public Notification

- Provide appropriate information in
 - alternate forms in appropriate translations as needed
 - appropriate formats for persons with disabilities
- Convey the message of equal opportunity in all *photographs and graphics* on program information



2 – Limited English Proficiency

- Local agencies that fail to provide services to persons with Limited English Proficiency (LEP) may be discriminating on the basis of national origin



2 – Limited English Proficiency

- Agencies are required to take “reasonable steps” to assure meaningful access to services
- What constitutes “reasonable steps” depends on
 - the number of LEP persons served
 - the frequency LEP persons come in contact with services
 - the nature and importance of the services
 - the resources available to recipients
 - costs



2 – Limited English Proficiency

- Agencies are required to provide appropriate translations of income eligibility applications and parent letters



3 – Data Collection and Reporting

- Develop a method for data collection on the racial/ethnic breakdown of potential participants (free and reduced applications or data collected by school officials)



3 – Data Collection and Reporting

- Maintain data on file for *three years*
- Establish procedures to ensure that the information is made available only to
 - authorized state and federal personnel as requested
 - surveys approved by the USDA Office of Management and Budget



Race and Ethnic Categories

- Separate categories shall be used to collect and report ethnicity and race

ETHNICITY	RACE
1. Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	1. American Indian or Alaskan Native
2. Not Hispanic or Latino	2. Asian
	3. Black or African American
	4. Native Hawaiian or Other Pacific Islander
	5. White

4 – Civil Rights Training

- The SFA must provide *annual* civil rights training for *all staff* who work with program applicants or participants
- This includes front line staff, supervisors, determining officials and verifying officials



This PowerPoint presentation is available on the CSDE's Civil Rights Web page for use in providing staff training

5 – Customer Service

- Treat all participants with dignity and respect

“How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and strong. Because someday in life you will have been all of these.”

– George Washington Carver

5 – Customer Service

- **Good customer service decreases the likelihood of complaints**




CSDE Civil Rights Web Page




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Kids and teens 18 and under



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Receive Updates by e-mail
e-ALERTS



REGISTER
Online to
VOTE

Civil Rights

School Nutrition Programs

School Nutrition Programs | Program Guidance | Forms | Resources | Nutrition Education

GUIDANCE AND RESOURCES

- "And Justice for All" Civil Rights Poster [\[PDF\]](#) *Must be printed on 11" x 17" paper*
- Civil Rights Compliance and Enforcement: Nutrition Programs and Activities (FNS Instruction 113-1, 2005) [\[PDF\]](#)
 - Required language for schools is on page 13
- [Civil Rights Laws](#)
- Civil Rights: Your Responsibilities in the School Nutrition Programs (PowerPoint Presentation) [\[PDF\]](#) [\[PowerPoint\]](#)
- [USDA Nondiscrimination Statement](#)
- [USDA Civil Rights Web Site](#)
- [USDA Office of the Assistant Secretary for Civil Rights \(OASCR\)](#)

CONTACT: [CSDE School Nutrition Programs Staff](#)

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[USDA Nondiscrimination Statement](#)
[CSDE Nondiscrimination Statement](#)

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333768

CSDE Contact Information

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SUMMER PROGRAMS

- Summer Food Service Program
- Seamless Summer Option (SSO) of the NSLP

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